



**The Dartmoor Federation comprises:**

- **Boasley Cross Primary School**
- **Bridestowe Primary School**
- **Exbourne Cof E Primary School**
- **Lydford Primary School**
- **Okehampton College**



Lydford Primary



## **Dartmoor Federation**

### **Charging and Remissions Policy**

**Policy approved at the Finance, Safety and Human Resources Management Group  
On 7<sup>th</sup> November 2014**

*Adopted:* January 2012  
*Reviewed:* 7<sup>th</sup> November 2014

This Policy can be viewed on all Dartmoor Federation Satellite websites and the Dartmoor Federation website itself.

The Dartmoor Federation acknowledges individual Satellite site charges have been applied prior to this policy approval. From the 19<sup>th</sup> January this document will outline the Dartmoor Federations position on Charging and Remissions and will act as the sole guidance for all Federation sites.

This information is taken from the Education Act 1988, DES Circular 2/89:

Education for registered pupils in maintained schools is free of charge except that a charge can be made for individual music tuition....even if within school hours, except when it is part of the syllabus for public examination or part of the National Curriculum.

**The Basic Education provided for pupils wholly or mainly during school hours is free.**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

#### **Definition**

The school day does not include breakfast clubs and is the main taught period of lessons for pupils. There are variations to the school day across the Dartmoor Federation; lunch is not calculated as part of the working day.

The working week in the Secondary Phase is 25 hours per secondary aged pupil.

The working week for KS2 pupils is 23.5 hours, and for KS1 and foundation aged pupils is 21.5 hours. Education within these hours is wholly or mainly free. Additional charges are outlined within this policy statement.

#### **Resources**

The Dartmoor Federation will resource all lessons but we encourage parents to provide, on a voluntary basis, such items as calculators, dictionaries, additional reading material, etc., for their child's personal use. Calculators will be provided for all primary aged pupils.

Charges will be made for ingredients/materials in practical areas where a parent or pupil indicates in advance a wish to own the finished product.

Any pupil who participates in a creative project, either at Primary or Secondary phase, or activity which is outside the day to day curriculum may be asked to make a contribution to the cost of materials if they wish to retain the item created.

For Secondary pupils Examination entry fees following a full and satisfactory conclusion of a course within the school curriculum will be met by Dartmoor Federation. Other entries may be made at the parents' expense. Examination entry and tuition fees will be charged if the pupil takes special lessons outside the school day and also entry fees if the pupil is prepared privately. Charges will be made when a pupil does not complete their examination course without good reason.

Parents will be charged for the cost of replacement of broken windows, defaced, damaged or lost resources, etc., where it is the result of a pupil's action.

### **Music Tuition**

Parents will be charged for individual or small group music tuition offered to pupils over and above the basic curriculum provision, on the basis of annual subscription. The subscription charges are set by the service providers and the Governors will annually review and agree any level of subsidy which may be made available to parents on these charges. Charges are to be paid to the service providers and Governors will not cover any shortfall.

### **Voluntary contributions**

Voluntary contributions may be sought for activities during the school day which entail additional costs, *[for example, enrichment activities and transport to activities like swimming]* When no parent volunteers are available for transport DBS checked taxis may be used, and the cost shared equally between pupils.

If sufficient funds cannot be raised pupils may be unable to participate in activities at other Federation sites or within the Okehampton Learning Community. No pupil will be prevented from participating because his/her parents cannot or will not make a contribution, however decisions to participate and engage in enrichment activities may become more limited, and some participation may cease.

From time to time we may invite a non-school based organisation such as [a visiting drama group or storyteller] to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish to refuse consent for this activity.

### **Optional activities outside of the school day**

We may charge for optional, extra activities provided outside of the school day, for example [eg clubs, leisure visits]. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge, we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

## **Residentials**

Charges will be made for board and lodging, but there is financial support available for pupils in receipt of Pupil Premium (see Remissions paragraph below).

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

## **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **Remissions Policy**

No pupils should be excluded from a school activity or visit in school time on financial grounds.

**Pupils in receipt of Pupil Premium are deemed eligible. In addition pupils who are experiencing temporary hardship may apply to the Executive Principal, Head of Secondary or Head of Primary for support as soon as an activity is planned, who will then consider the level to which the charge may be reduced.**